

EXECUTIVE DIRECTOR'S PROGRESS REPORT  
1995-1996  
SUBMITTED TO THE BOARD OF DIRECTORS  
JUNE 18, 1996

As the Executive Director of ASPIRA, Inc. of New Jersey I am responsible for the overall operation of the agency. These areas include fund raising, program development, personnel development and fiscal management. As the Chief Executive Director of the agency I must also fulfill the role of spokesperson and advocate on issues pertinent to the mission of ASPIRA. Due to the relationship with the ASPIRA Endowment Foundation, the Executive Director provides management support to this organization. This support includes dialogue with tenants, collection of rent and utilities, negotiate with vendors, fiscal management and fund raise. NI

The 1996 Fiscal year began with much anxiety and uncertainty as the agency was experiencing serious cash flow problems. On a number of occasions payroll was not met on the scheduled days during the previous fiscal year. Naturally, staff morale was low. During the beginning of the fiscal year the air conditioning unit at 390 Broad Street broke down. Estimates for the replacement of a new unit would require the ASPIRA Endowment to raise \$30,000 for the replacement of this unit.

Acknowledging the fiscal crisis that was looming ahead the Board of Directors focused the annual retreat on developing a fund raising plan. Three subcommittees were created under the development committee.

The financial situation resulted due to the following circumstances:

- 1) Limited number of grants funding general operating expenses. This situation is due to the economic realities of companies, approaches to new companies have been limited, previous supporters changing funding focus, and lastly lack of research and relationship on companies approached. Lack of a fulltime Development Officer has seriously affected general operating grants.
- 2) Restricted grants were not fully assuming the cost of the programs because indirect expenses were not being charged to the budget.
- 3) Programs were not assuming all of the cost in personnel and other related expenses, thus, g.o. was assuming those cost
- 4) One time unrestricted grants are now restricted (Prudential Grant) for programs.

- 5) Public relations through print newsletters and annual reports have not been sent in over 4 years.
- 6) Lack of surplus income for the ASPIRA Endowment Foundation has forced the agency to make payments for building expenses.

The financial instability has caused the fiscal office to monitor the income of the agency and money owed to the agency on a daily basis. Financial and programmatic reports are submitted as soon as possible in order to receive reimbursements for agency expenses.

In anticipation of the funding shortfall, the recommendation was made to the Board to modify the program structure to combine a number of positions. This modification to the organizational structure allowed ASPIRA to redirect approximately \$45,000 to areas of spending that G.O. was traditionally paying.

During the current fiscal year an unexpected vacancy was created in the Development Office. The Development Officer position was vacant for approximately 5 months. Efforts to staff this position did not begin until the new calendar year. Since the Development Officer's remuneration comes from G.O. the agency had to weather these months without a Development Officer. In the absence of the Development Officer, the Executive Director submitted all proposals and reports that were due during the first half of the fiscal year.

Overall a total of 23 proposals were submitted to various corporate funding sources this year, requesting a total of \$88,000. Thus far, a total of \$48,532 has been received.

Below you will Table 1 for an overall view of incoming monies from the various funding sources.

Table 1. 1995-96 INCOME RECEIVED FROM VARIOUS FUNDING SOURCES

MONTH	SPEC EVENT	INDV. CONT	FDNT	CORP	GOVN'T	MIS	UNT WAY	TOTAL
JULY	550	232	1000	10400	29394	190	3881	45,647
AUG	0	212	38419	0	31412	200	297	70,540
SEPT	125	54.49	35957	682	34274	953	2982	75,028
OCT	500	350	5000	0	53200	350	3492	62,892
nov	480	432	0	0	75861	0	3562	80,335
DEC	906	1208	0	27000	45813	200	297	75,424
JAN	720	111	0	1000	83719	17	3780	89,348
FEB	8386	166	50000	0	35599	364	297	94,812
MAR	12820	0	0	1700	23899	311	1215 0	50,880
APR	2585	698	11113	0	41556	404	297	56,653
MAY	1425	234	750	0	68073	0	1911 9	89,601

#### Program Report:

ASPIRA provides direct services in 5 cities throughout the State of New Jersey. The two largest centers are Camden and Newark. The other three centers, Paterson, Jersey City and Trenton serve less students ranging from 125 to 175.

During the current fiscal year, the positions of Leadership Development Programs Directors of the Northern and Southern Region became vacant. The Northern Programs Director position was vacant from October - March. The Southern Programs Director Position was vacant for approximately 1 month. Both position were filled by existing staff. The reason to not hire the Northern Programs Director was due to create surplus funding to re-direct expenses to cushion G.O. In the absence of the Programs Directors the staff within the programs reported directly to the Executive Director and they were responsible to complete the second quarterly report for the funding sources. These reports were submitted immediately upon completion of the second quarter of operations.

Overall the agency has recruited 1,345 students. Of these 36% are male and 74% are female. In terms of ethnicity, 75% are

Puerto Rican, 8% are Dominican, 7% are other Latino, 7% are African American and 3% are other.

An additional 165 students are serviced through the AmeriCorps program. This program does not record demographic statistics on students but provides services the 165 students on a weekly basis. Through AmeriCorps over 7,000 of service hours have been recorded.

The additional students served through AmeriCorps brings the agency total to 1510.

In terms of activity the program staff have offered the following activity.

Club Meetings	180
Workshops	170
Conferences	4
Field Trips	22
Presentations	41
Retreats	2
Other	26

In terms of post-secondary placement 152 seniors out of 217 have been placed into a college or training program.